President

# The President shall be the official spokesperson of the BIG NIH Chapter. The President shall:

* + - 1. Preside at all general and special meetings of the BIG NIH Chapter, maintain order, and conduct meetings according to “Robert’s Rules of Order,” revised edition.
      2. Serve as *ex-officio* member of all committees except the Nominating and Election Committees.

3. Appoint all Standing and Special Committee chairpersons and other appointed officers.

4. Recommend changes in programs and procedures to the membership.

5. Present a written President’s report at each monthly Executive Committee and General Meeting. This report should summarize official business and activities that the President has participated in as well as relevant events for members.

6. Present a written annual report to the Executive Committee for approval in December and then distribute it to the general membership in January.

7. Monitor administrative actions on a routine basis to ensure that the BIG NIH Chapter’s reporting requirements and other obligations to the National Organization and the Regional Council are met in a timely manner.

8. Countersign with the Treasurer or the Financial Secretary (in the absence of the Treasurer) checks drawn on the BIG NIH Chapter’s treasury.

9. Represent the BIG NIH Chapter at Regional or National meetings.

* + - 1. Represent the BIG NIH Chapter at meetings with NIH management accompanied by the First and/or Second Vice-President. The President shall not meet with NIH management without the First and/or Second Vice President.
      2. Serve as a voting member of the Executive Committee.